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RIGHT TO INFORMATION

ఆంధ్రప్రదేశ్ రాజపత్రము

THE ANDHRA PRADESH GAZETTE

PUBLISHED BY AUTHORITY

RULES SUPPLEMENT TO PART I EXTRAORDINARY

No.22 AMARAVATI, MONDAY, NOVEMBER 29, 2021 **G.677**

NOTIFICATIONS BY GOVERNMENT

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REVENUE DEPARTMENT

(LANDS-I)

THE ANDHRA PRADESH RIGHTS IN LAND AND PATTADAR PASS BOOKS ACT, 1971 FRAMING OF RULES FOR ISSUE OF CERTIFICATE OF OWNER SHIP TO NON-AGRICULTURAL LANDS "THE ANDHRA PRADESH RIGHTS IN NON-AGRICULTURAL LANDS (OTHER THAN GRAMAKANTAM LANDS) AND CERTIFICATE OF OWNERSHIP" RULES, 2021.

[G.O.Ms.No.335, Revenue (Lands-I), 26th November, 2021]

PRELIMINARY NOTIFICATION

In exercise of the powers conferred by the subsection (1) of Section 11 of Andhra Pradesh Rights in Land and Pattadar Pass Books Act 1971 (Act No.26 of 1971), the Governor of Andhra Pradesh here by frames the Andhra Pradesh "Rights in Non-Agricultural Lands (other than Gramakantam lands) and Certificate of Ownership" Rules, 2021, and they are here by published for the general information in the Andhra Pradesh Gazette as required under sub section – 1 of Section 11 of the said Act.

Notice is hereby given that the said amendments will be taken into consideration by the Government after the expiry of (12) days from the date of publication of the notification in the Andhra Pradesh Gazette and any objections or suggestions if any received before the expiry of the period will be considered by the Government of the Andhra Pradesh.

The Objections and suggestions should be addressed to the Principal Secretary to Government, Revenue (Lands) Department Government of Andhra Pradesh, Velagapudi.

The Andhra Pradesh "Rights in Non-Agricultural Lands (other than Gramakantam lands) and Certificate of Ownership" Rules, 2021

1. Short title, extent and commencement: —

(1) These Rules may be called "**The Andhra Pradesh Rights in Non-Agricultural Lands (other than Gramakantam lands) and Certificate of Ownership Rules 2021**".

(2) They shall extend to all the areas where the Andhra Pradesh Rights in Land and Pattadar Pass Books Act, 1971 is in force.

2. Definitions: -

(a) "**Act**" means the Andhra Pradesh Rights in Land and Pattadar Pass Books Act, 1971;

(b)**"Amendment and maintenance of record of rights in Non-Agricultural Lands"** means and includes the amendments to the record of rights under Sections 3(3), 5, 8(2) and 9 of the Act;

(c) "**Commissioner**" means Chief Commissioner of Land Administration;

(d) "**Form**" means the Form appended to these rules;

(e) "**Khatadar"** means any person having a khata number or account number having paid Non-Agricultural Land Assessment. Every person in actual possession of Non-Agricultural Land;

(f)"**Land Parcel**" means Non-Agricultural Land having an assigned numeric code for which location and boundaries are marked;

(g) "**Mortgagee**" means the transferee of a mortgage as defined in the Transfer of Property Act, 1882;

(h) "**Non-Agricultural Land**" means Non-Agricultural Land other than Agricultural but does not include Gramakantam lands of the village;

(i) "**Owner**" "means a person who has permanent, heritable rights of possession and any valid transfer by law on the Non-Agricultural Land which can be alienated;

(j) "**Record of Rights"** means in respect of owners title of Non-Agricultural Land and in respect of other rights and interests in Non-Agricultural Land;

(k) "**Section**" means a section of the Act;

(l) "**Unique Id**" means Unique Identification number assigned to Land Parcel holding of a Non Agricultural Land;

(m)"**Village Secretariat**" means Village Secretariat as notified by the Government;

(n)words and expressions used but not defined in these rules but defined in the AP Rights in Lands and Pattadar Pass books Act 1971, shall have the same meanings assigned to them in these Rules.

3. Form of Record of Rights: —

The Record of Rights shall be prepared initially in "**Form-NA-I"** and subsequently maintained in "**Form-NA-IB"** for every separate Revenue Village.

4. Procedure for preparation of Record of Rights and updating of the Record of Rights: —

(i) The Record of Rights in Non-Agricultural Lands in the village shall be prepared in the manner hereinafter provided.

(ii) The Commissioner shall issue whenever necessary, a notification, to make the Record of Rights in Non-Agricultural Lands up to date for the entire State or such area or areas and from such date or dates by notification in the Andhra Pradesh Gazette. The said notification shall also be published in two daily newspapers circulating in the State of which at least one shall be in the Telugu language.

5. Mode of Notification: -

The Recording Authority as soon as may be, after the commencement of the Act for the first time and whenever a notification has been issued by the Commissioner to make the Record of Rights up to date in the area in which a village is situate cause to be published separate notices: —

(1)(a)(i) Declaring intention of preparing a Record of Rights in Non-Agricultural Lands in the village for the first time;

(1)(a)(ii) Declaring his intention consequent on the issue of a notification by the Commissioner to make the Record of Rights for the first time in the village;

(1)(b) Calling upon all persons claiming any interest in any Non-Agricultural Land in the village to furnish either through the Village Revenue Officer concerned or directly

(1)(b)(i) a statement in writing in duplicate in "**Form-NA-1A**" showing the particulars of the Non-Agricultural Lands in which an interest is claimed; and

(1)(b)(ii) the nature of such interest on or before a specified date to be indicated in the notice not being earlier than fifteen days**(15 days)** from the date of publication thereof; and

(1)(b)(iii) if a person has interest in Non Agricultural Lands in more than one village in a Mandal or in more than one Mandal in a District, he shall file his claim in "**Form-NA-1A**" in triplicate giving the particulars of all the Non Agricultural Lands in which an interest is claimed Mandal wise and village wise and where a person has interest in Non Agricultural Lands in only one village, he shall append a certificate to the claim in "**Form-NA-1A**" that he does not have interest in Non Agricultural Lands in any other village in the District;

(1) (c) Also declaring his intention to hold an enquiry in respect of the above matter in the village on a date to be specified in the notice in this behalf not being earlier than twenty-two days**(22 days)** from the date of publication of the notice and calling upon all persons interested to appear before him at the said enquiry on the date so specified.

(2) The notice referred to in sub-rule (1) shall be "**Form-NA-II**" and shall be published in the District Gazette of the District in which the village is situate and in the following manner namely: -

(a) by affixture in the chavidi or if there is no chavidi, in any other conspicuous place in the village;

(b) by affixture on the notice boards of the Gram Panchayat Office/Village Secretariat Office or the public sector bank, if any available or School, if any, in the village;

(c) by beat of tom-tom in the village;

(d) by announcement of loudspeaker/mobile vehicle with loud announcement;

(e) by affixture on the notice board of the office of the Tahsildar having jurisdiction over the village; and

(f) By affixture on the notice board of the office of the Mandal Parishad in which the village is situated.

6. Receipt of Claims& Method of enquiry:

(1) The Recording Authority shall arrange for the receipt of the statement of claims submitted in response to the notice referred to in Rule 5 and shall also arrange for acknowledging the statement of claim on the duplicate, triplicate copy of claims statement and shall, on the date specified in the notice in this behalf, proceed to and hold an inquiry in the village. A Register shall be maintained in "**Form-NA-IIA**" for the claims received in response to the notice in the "**Form-NA-II**".

(2) During the enquiry referred to in sub-rule (1) the Recording Authority shall:

(a) Receive further statements of claims in writing that may be submitted to him;

(b) Hear any oral representation made in respect of any claim and make a summary record of such representation; and

(c) Examine the relevant registers, records and accounts already maintained in respect of the Non-Agricultural lands in the village for the purpose of collection of Conversion Tax or otherwise.

7. Adjournment of enquiry:

(1) The Recording Authority holding an enquiry under Rule 6 may, if he so thinks fit, adjourns the enquiry to a later date or dates.

(2) Every such adjourned enquiry shall be held in the village and the date or dates to which the enquiry is adjourned shall be announced in public by the Recording Authority himself at the time of adjournment on the day on which the enquiry could not be taken up or finished.

8. Power of Recording Authority: -

During the course of the enquiry referred to in Rule 6 above the Recording Authority may, if he considers it expedient:

(a) summon the attendance of any person for the purpose of examining him;

(b) require any person to produce any document believed to be in his possession; and

(c) Enter upon, inspect and measure or cause to be measured any Non- Agricultural Land.

9. Disposal of Claims: -

(1) (A) After due completion of enquiry, referred to in Rule 6 of the Recording Authority shall pass orders in respect of—

(i) All cases requiring change of Registry necessitated by the death of registered holder i.e., succession by heir ship, if succession is not disputed. With regard to the entry of the names of the heirs, the names of all the heirs entitled to shares in the property should be registered;

Provided, the Revenue Inspector or Deputy Tahsildar of the office of the Tahsildar concerned or such other officer as may be prescribed, shall scrutinize every claim before passing of the orders by the Recording Authority.

(ii) All cases requiring change of registry necessitated by sale, gift, etc., through registered documents, if there is no dispute. In all cases of absolute transfer of title, the Registry of a Non-Agricultural Land holding should be altered to correspond with the transfer of its ownership. Where the Registered holder is not a party to a registered transaction, the registered holder should be enquired. The parties involved in a transfer should be connected by a complete chain of registered documents. Unregistered documents are not admissible as evidence in this enquiry to prove the ownership or title of the property. Where the chain is not complete, no transfer of registry shall be done. Such cases shall be referred to the Tahsildar, for disposal after confirmation of the Record of Rights for the villages;

Provided, the Revenue Inspector or Deputy Tahsildar of the office of the Tahsildar concerned or such other officer as may be prescribed, shall scrutinize every claim before passing of the orders by the Recording Authority

(iii) All cases requiring splitting of Joint Certificates which do not involve any dispute. Joint Pattadars held by a Hindu Joint Family shall not be split up unless the family request for it in writing. The Recording Authority shall enquire the Joint Certificate and after enquiry, by order, determine the share of land of each owner in the joint holding. The shares of the Non-Agricultural Land shall be sub-divided in due course and the cost of sub-division recovered from the owners in proportion of their shares. After the confirmation of the Record of Rights, a person excepting a Hindu Joint Family in a village shall have only one Certificate for all his Non-Agricultural lands in the village as far as, it is practicable. Joint Certificate cases in which there is a dispute shall be referred to the Tahsildar after confirmation of the Records of Rights for the village;

Provided, the Revenue Inspector or Deputy Tahsildar of the office of the Tahsildar concerned or such other officer as may be prescribed, shall scrutinize every claim before passing of the orders by the Recording Authority

(iv) No order shall be passed for the change of Registry or splitting of Joint Certificates, unless the Recording Authority is satisfied that the change of Registry or splitting of joint Certificates is not in contravention of any of the provisions of: (1)The Andhra Pradesh Land Reforms (Ceiling on Agricultural Holdings) Act, 1973 (Act 1 of 1973); (2) The Andhra Pradesh Assigned Land (Prohibition of Transfers) Act, 1977 (9 of 1977);(3)The Andhra Pradesh Scheduled Areas Land Transfer Regulation, 1959 (1 of 1959);

(1) (b) After due completion of enquiry referred to in Rule 6 the Recording Authority shall also pass orders for registering the names of claimants in respect of all cases of claims of tenancy, mortgage and occupancy where there is no dispute.

(1) (c) (i) All disputed cases of transfer of registry, splitting of joint Certificate, registering the names of Tenants, Mortgagee and occupants shall be submitted by the Recording Authority after the confirmation of the Record of Rights to the Tahsildar or such other officer as may be prescribed for disposal in due course.

(ii) In respect of cases falling under Rule 9(1)(a)(i), the Tahsildar or such other officer as may be prescribed shall hold a summary enquiry as to who has the right to succeed to the property of the deceased registered holder, according to the principles of the Law of Succession which govern the case and give notice to all persons known or believed to be interested to the effect that the registry will be made in the name of the person found to be entitled, unless a declaration if filed, within one month from the date of the notice, by any person objecting to the registry, stating that he has instituted a suit in a Civil Court to establish his superior title and an authenticated copy of the plaint in the suit is produced. If no declaration is filed, the registry should be made as stated in the notice, at the expiration of one month. If a declaration is filed, the result of the suit should be awaited before taking further action.

(iii) In respect of cases falling under Rule 9(1) (a) (ii) if the chain is not complete, the Tahsildar can consider other evidence such as statements of respective owners, Conversion Tax payment Challan etc., and take decision. Fifteen days **(15 Days)** time shall be allowed for filing objections if any, and an enquiry be held in respect of the same. Thereupon, transfer of registry shall be ordered unless the objection is found to be valid.

(iv) No order shall be passed by the Tahsildar for the change of registry, recording the names of Tenants and Mortgagees in possession, unless he is satisfied that the change so ordered is not in contravention of any of the provisions of the Acts referred to in Rules 9(1)(a)(iv).

9(2) After the passing of the orders under sub-rule 1(a) or 1(b), the Recording Authority shall prepare or cause to be prepared a Draft Record-of Rights/Draft Record of Rights made up to date in Non-Agricultural Land in the Village in "**Form-NA-I**" and such draft Record of Rights shall be kept in the custody of Village Revenue Officer in the Office.

10. Publication of Record of Rights: -

(1) The Recording Authority shall thereafter cause to be published a notice to the effect:

(a)(i) that the Draft Record of Rights has been prepared for the village for the first time; or
(ii) that the Draft Record of Rights made up to date has been prepared for the village for the first time;

(b) that the said record has been kept in the custody of the Village Revenue Officer of the village that it may be inspected of all reasonable times by any person;

(c) that all persons claiming to rectify any omission or error in the said record should furnish a statement in writing relating to their claims on or before a date to be specified in the notice in this behalf not later than fifteen days from the date of publication thereof; and

(d) declaring his intention to hold a Grama Sabha to read out the Draft Record of Rights on a date to be specified in the notice in this behalf not later than twenty-two days from the date of publication thereof and calling upon all residents of the village to attend the Grama Sabha and make claims and objections;

(e) declaring his intention to hold an inquiry, into claims and objections received under Clauses (c) and (d) above at the village on a date to be specified in the notice in this behalf not later than forty days from the date of publication thereof and calling upon all persons interested to appear before him at such enquiry.

(2) The notice referred to in sub-rule (1) above, shall be in "**Form-NA-III**" and shall be published in the manner specified in Clauses (a) to (e) of sub-rule (2) of Rule 5.

(3) Any oral claims and objections received at the Gram Sabha shall be reduced to writing by the Recording Authority and the same shall be considered at the proposed enquiry.

(4) All claims and objections to the entries in the Draft Record of Rights published shall be submitted in duplicate in "**Form-NA-IIIA**". The receipt of the claim/objection shall be acknowledged in the duplicated copy. A register shall be maintained in "**Form-NA-IIIB**" for the claims and objections received in "**Form-NA-IIIA**" in response to the notice in "**Form-NA-III**".

11. Disposal of Objections after Publication: -

(1) The Recording Authority shall receive the statement submitted in respect of any claim of rectification or error or omission in the Draft Record of Rights published and shall arrange for immediate sub-division work wherever felt necessary before the date specified for enquiry. He shall proceed to the village on the dates specified in the notice and hold an enquiry into all the claims received.

(2) The provisions of Rules 7 and 8 shall apply to the enquiry referred to in sub-rule (1) above.

(3) On the completion of the enquiry, the Recording Authority shall determine whether or not the Draft Record of Rights required to be altered in the consequence of any such claim for rectification of an error or omission in the said record and make a summary order accordingly:

Provided that no such order altering the Draft Record of Rights shall be made adversely affecting the rights of any person whose name has been entered in the Draft Record of Rights as having an interest in the Non-Agricultural Land in respect of the entry relating to which the alteration is proposed without giving a reasonable opportunity of making a representation in this behalf.

(4) The Recording Authority shall not pass any order under sub-rule (3) above without obtaining the orders of the Deputy Tahsildar or the Tahsildar concerned.

12. Alteration in Draft Record of Rights: -

(1) If, at any time, before the completion of the enquiry referred to in Rule 11 above, the Recording Authority has reasons to believe that any entry made in the Draft Record of Rights requires to be altered in any manner he may make such alteration: Provided that no such alteration shall be made without giving any person whose name is entered in the Draft Record of Rights as having any interest in the Non Agricultural Land in respect of the entry relating to which the alteration is proposed of making a representation in that behalf.

(2) Recording Authority shall pass orders under the sub-rule (1) above only after obtaining the orders of the Special Deputy Tahsildar appointed for the purpose, or the Tahsildar concerned.

(3) The orders referred to in the above sub-rules not be in contravention of any of the provisions of the Acts referred to in Rules 9(1)(a)(iv).

13. Confirmation of "Draft Record of Rights": -

(1) After the completion of enquiry referred to in Rule 11 above, the Recording Authority shall confirm the Draft Record of Rights in the village or the Record of Rights brought up-to-date subject to the alterations if any made in pursuance of the orders passed in Rule 11 or Rule 12, and the Draft Record of Rights so confirmed shall be the Record of Rights in Non-Agricultural Lands in the village.

(2) The Tahsildar, or such other officer as may be prescribed the Revenue Divisional Officer, the District Revenue Officer, the Collector of the District, and any officer designated by the Collector for this purpose in exercise of their general powers of supervision, shall be competent, Suomotu, to test and revise the entries in the confirmed Record of Rights provided that no revision shall be made without giving any person whose name is entered in the Record of Rights, as having any interest in the Non-Agricultural Land in respect of the entry relating to which the alteration is proposed of making a representation in that behalf. Before making any revision, an Officer shall obtain the approval of his immediate superior officer. If the entry, in the Record of Rights was made or confirmed by an Officer of the same rank.

14. Gazette Notification& Subsequent activities: -

(1) The fact of completion of the preparation of the Record of Rights for the first time or the fact of completion of the Record of Rights made up to date in any village shall be notified in the Andhra Pradesh Gazette or the District Gazette as in "**Form-NA-IV**".

(2) The notification referred to in sub-rule (1) shall also be published in the manner specified in sub-rule (2) of Rule 5.

(3) Within fifteen days (**15 Days**) of the confirmation of the Record of Rights prepared for the first time or the Record of Rights made up to date, the Recording Authority shall hold a Gram Sabha at which the confirmed Record of Rights shall be read out for the information of those present.

(4) The new Sub division number or land parcels, as shown in the confirmed Record of Rights shall be measured and mapped in the concerned records as per the procedure laid down and the fee shall be recoverable from the concerned ryots as arrears of land revenue. The extent noted in respect of each land parcel of each sub-division the Land Parcel Number and Unique Id of the Land Parcel" on the Record of Rights Register, shall be subject to correction, wherever necessary after the completion of measurement of the new sub-division of the Land Parcel.

Preparation and Distribution of Certification of Ownership

(14-A) (1) After the publication of the notification in "**Form-NA-IV**", the Tahsildar or such other officer as may be prescribed shall arrange to recast the information in "**Form-NA-I**" into "**Form-NA-IB**" and authenticate the entries in respect of each person. If for any reason the confirmation of the Record of Rights in any village under sub-rule (1) of Rule 13 or the issue of notification as in "**Form-NA-IV**", in respect of any village is held up, then the Collector may, by a special order, authorise the Tahsildar in whose jurisdiction the village is situated to get the register in "**Form-NA-IB**" prepared for the village excluding the Non-Agricultural Land Parcel numbers and unique identification number for which claims in "**Form-NA-IIIA**" are received. The register in "**Form-NA-IB**" so prepared, shall be test checked and shall also be read out in a Grama Sabha, the entries in the register shall be authenticated by the Tahsildar.

(2) After the preparation of the register in "**Form-NA-IB**", the Tahsildar shall arrange to get the Certificate prepared with reference to the entries in "**Form-NA-IB**" and deliver the same to the persons concerned in a Gram Sabha convened with a previous notice in "**Form-NA-IVA**" of at least seven days(**7 days**). The notice shall be published as per Clauses (a) to (e) of sub-rule (2) of Rule 5.

(3) On receipt of an application from any person for Certificate for any Non Agricultural Land in any capacity such as owner, mortgagee, tenant etc., the Tahsildar or such other officer as may be prescribed shall cause an enquiry to be made whether the applicant's name is recorded in the Register of Record of Rights in Non Agricultural Land, prepared in **"Form-NA-I"** and **"Form-NA-IB"** and if he is satisfied that the applicant is eligible will issue Certificate of Ownership to him. If the applicant is not eligible for Certificate of Ownership the Tahsildar shall inform the decision to him.

15. Rectification of Entries in Record of Rights: -

(1) Every application for the rectification of an entry in a Record of Rights made under sub-section (3) of Section 3 of the Act shall be to the Tahsildar of the Mandal in which the village is situated.

(2) Every application made under sub-rule (1) above, shall be accompanied by a Digital copy of the entry obtained through Meeseva/Village Secretariat from the Record of Rights which is sought to be rectified and the grounds for such rectification.

(3) The Tahsildar or such other officer as may be prescribed may within a period of one year as provided in sub-section (3) of Section 3 of the Act on his own accord initiate proceedings for correction of any mistake in the Record of Rights which he discovers himself or which is reported to him by any other Revenue Officer.

16. Disposal of Rectification Claims: -

(1) On receipt of an application for the rectification under Rule 15, read with sub-section (3) of Section 3 of the Act, within a period of one year (**1 year**) from the date of notification of the Record of Rights prepared for the first time or Record of Rights made up to date in the village under sub-section (2) of Section 3 of the Act, the Officer referred to in Rule 15 shall hold an enquiry after giving notice thereof to:

a) the person making the application;

b) any person referred to in the application as having right or interest or as not having such right or interest in the Non-Agricultural Lands to which the entry relates;

c) any person whose name has been entered in the Record of Rights as having interest in the Non-Agricultural Land; and

d) any other person known or believed to be having an interest in the Non-Agricultural Land to which the entry relates.

(2) The notice referred to in sub-rule (1) shall be in "**Form-NA-V**".

17. Powers of Enquiring Authority: -

(1) During the enquiry referred to in Rule 16 above, the said Officer shall consider any written representation received or any oral representation made by any person referred to in Rule 16, or any other persons having interest in the matter and may:

a) summon the attendance of any person for the purpose of examining him;

b) require any person to produce any document; or

c) enter upon, inspect and measure or cause to be measured any Non-Agricultural Land.

(2) On the completion of the enquiry referred to in Rule 16, the said Officer shall give his decision on the application for rectification of an entry and direct such rectification of the Record of Rights as may be required in accordance with such decision to be made, the decision shall be intimated to all the persons referred to in sub-rule (1) of Rule 16.

(3) All applications for the rectification of an entry shall be disposed of by the Tahsildar, or such other officer as may be prescribed within a period of Ninety days from the date of filing an application.

(4) The orders referred to in the above sub-rules shall not be in contravention of any of the provisions of the Acts referred to in Rule 9(1)(iv).

18. Maintenance of Record of Rights: -

(1) Maintenance of Record of Rights includes- (a) correction of entries in pursuance of orders passed under Rule 17 above; and (b) incorporation of all mutations in the respective entries in pursuance of orders passed under Section 5 of the Act.

(2) The intimation of acquisition of rights to Tahsildar or such other officer as may be prescribed under section 4 (1) by any individual shall be in "**Form-NA-VIA**" either at MeeSeva Centre/Village Secretariats or Online. An acknowledgement shall be given to the individual. Registering Officer of Registration Department shall send intimation to the Tahsildar, or such other officer as may be prescribed under— section 4 (2) electronically by transferring the data to the electronically maintained Record of Rights on real time basis. The intimation by the Revenue Officer responsible for preparation of Village Records as per section 4 (3) shall in "**Form-NA-VI**".

(3) (a) The Tahsildar or such other officer as may be prescribed shall maintain for every village a separate Register containing the abstract of the intimations received under Section 4 of the Act. The orders passed under sub-sections (3) and (5) of Section 5 of the Act, either making an amendment or refusing to make such an amendment shall be maintained in "**Form-NA-VII**".

(b) Before any order is passed by the Tahsildar or such other officer as may be prescribed either making an amendment in the Record of Rights or refusing to make such an amendment, the procedure prescribed in Section 5 of the Act shall be followed.

(c) Orders on all intimations shall be passed within a period of one month from the date of receipt of intimation.

(d) If the order is as per the request made in the intimation or where no order is passed within the stipulated period, the draft amendment to "**Form-NA-1B"**, copy of which was enclosed to the notice in **"Form-NA-VIII"** shall become final automatically in the electronically maintained Record of Rights.

(e) If the order is in variance to the draft amendment to "**Form-NA-IB**", the draft shall be suitably modified in the electronically maintained Record of Rights as per the order.

19. Issue of Notices: -

(1) The notice referred to in sub-section (3) of section 5 shall be in "**Form-NA-VIII**" generated electronically. A copy of the draft amendment to "**Form-NA-IB**", generated electronically, as per the intimation received shall be enclosed to the notice. While preparing the draft amendment to "**Form-NA-1B**", the procedure for new Land Parcel Number and Unique Identification Number of new Non-Agricultural Land Parcels given in para 15 of BSO-34 A, shall be followed.

(2) Such notice together with a copy of the amendment shall also be published in the manner specified in Clauses (a) to (e) of sub-rule (2) of Rule 5.

20. Powers of Updation Authority: -

(1) During the enquiry referred to in sub-section (3) of Sec. 5 of the Act, the Tahsildar or such other officer as may be prescribed shall take into account the representations or objections written or oral made in this behalf by the persons referred to therein to whom the notice has been given or by any other person interested in the matter and may, if he considers necessary—

a) summon the attendance of any person for the purpose of examining him;

b) Require the production of any document; or

c) enter upon, inspect and measure or cause to be measured any Non-Agricultural Land.

(2) In taking a decision on the intimation of acquisition of right, the Tahsildar or such other officer as may be prescribed shall be guided by the principles/procedures laid down in Rule 9 above.

21. Appeal Procedure: -

(1) An appeal against every order of the Tahsildar or such other officer as may be prescribed either making an amendment in the Record of Rights or refusing to make such amendment shall lie under sub-section (5) of Section 5 of the Act, to the Revenue Divisional Officer or such authority as may be notified by the Commissioner.

(2) Every appeal referred to in sub-rule (1) shall be in writing and shall set forth concisely the grounds thereof within a period of sixty days from the date of communication of the order and shall be accompanied by a copy of the order appealed against.

(3) Every appeal referred to in sub-rule (2) above, shall bear a Court-fee stamp of rupees five only.

22. Regularization of certain alienations & transfers of land: -

(1) The Tahsildar shall issue a general Notification in Form-NA-IX calling for applications from the persons who are recorded as occupants in Adangal/Pahani Patrika or in Record of Rights prepared earlier by virtue of alienation or transfer made or affected otherwise than by registered document for declaring such alienation as valid. Such notification shall be published in. the District Gazette in which the village is situated and also in the following manner, namely—

(a) by affixture in the chavidi or if there is no chavidi, in any other conspicuous place in the village;

(b) by affixture on the notice boards of the Gram Panchayat Office/Village Secretariat Office or the public sector bank, if any available or School, if any, in the village;

(c) by beat of tom-tom in the village;

(d) by announcement of loudspeaker/mobile vehicle with loud announcement;

(e) by affixture on the notice board of the office of the Tahsildar having jurisdiction over the village; and

(f) by affixture on the notice board of the office of the Mandal Parishad in which the village is situated.

(2) The alienee or transferee shall file application in "**Form-NA-X**" issued under sub-rule (1), to the Mandal Revenue Officer: Provided that:

(a) the Alienation/Transfer took place before 01.10.2021 and Non-Agricultural Lands located in Urban areas covered by Mandal Head Quarters, District and State Head Quarters and Municipalities, Municipal Corporations and Urban Agglomerations;

(b) the Alienation/Transfer is regarding Non-Agricultural Land in Rural Areas;

Provided that it shall not apply to the alienations or transfers made in contravention of the provisions of the Acts specified in Sub Section (2) of Sec 5A of the AP Rights in Land and Pattadar Passbooks Act 1971.

(3) On receipt of the application under sub-section (2) of Section 5-A of the Act, the Tahsildar shall issue notice to the alienor or transferor in **"Form-NA-XI**" specifying therein the date on which and the time at which he proposes to enquire into the application. He shall also cause to issue a notice in **"Form-NA-XII"** to all other persons believed to be interested in the Non-Agricultural Land specifying therein, date, time and place at which he proposes to enquire into the application. Only unregistered documents shall be considered under Section 5-A of the Act.

(4) On the day so appointed or any other day to which the enquiry may be adjourned by him, the Tahsildar shall after hearing the parties and on examining their documents and witnesses, if any, and after taking such further evidence as he may consider necessary to satisfy himself that the alienation or transfer is not in contravention of any of the provisions of the Acts referred to in Rule 9(1)(a)(iv) complete the enquiry.

Explanation: For the purpose of conducting enquiry the Tahsildar should conduct local enquiry and obtain corroborative evidence from the neighbouring owners and village elders.

(5)(i) After completion of the enquiry under sub-rule (4) above, the Tahsildar shall require the alienee or the transferee under Section 5(A) of the Act, to deposit through a challan in the treasury an amount equal to the registration fees and stamp duty that would have been payable had the alienation or transfer been effected by a registered document in accordance with the provisions of the Indian Registration Act, 1908 as fixed by the registering officer on a reference made to him by 'the Tahsildar in "**Form-NA-XIIIA**" on the basis of the value of the property arrived, within the time fixed by the Tahsildar, not exceeding **one month** from the date of the communication and receipt of the order : Provided that in case the Tahsildar considers it expedient he may grant further extension of time.

(ii) On the deposit of the amounts through a challan in the treasury as under Cl. (i), the Tahsildar shall issue a certificate in "**Form-NA-XIIIB**" as required under sub-sec. (4) of Sec. 5-A of the Act to the alienee or the transferee declaring that alienation or transfer is valid from the date of issue of certificate

(iii) A copy of every such certificate shall be communicated in "**Form-NA- XIIIC**" by the Tahsildar to the Sub-Registrar having jurisdiction over the area in which the Non-Agricultural Land in respect of which the Certificate has been granted is situate and the Sub-Registrar shall file the certificate in the relevant registration records and index them after ensuring collection of registration fee and stamp duty from the party under Clause (i).

(6) The Recording Authority shall on production of the certificate issued under sub-section (4) of Section 5-A of the Act make an entry in the Record of Rights in "**Form-NA-I**" and "**Form-NA-1B**" to the effect that the person whose name has been recorded as an occupant is the owner of the property from the date of the issue of the said certificate. The Recording Authority and the Tahsildar shall make necessary entries in the Record of Rights in Non-Agricultural Land in "**Form-NA-I**" and "**Form-NA-1B**" under proper attestation and referencing to files of the Tahsildar.

(7) Thereafter a Certificate of Ownership shall be issued to the occupant in the category of owner.

22 A. Appeal:-

1. An appeal against every order of the Tahsildar under sub-section (4) of Section 5-A of the Act shall lie to the Revenue Divisional Officer.
2. Every appeal referred to in sub-rule (1) shall be in writing and shall set forth concisely the grounds thereof within a period of sixty days**(60 days),** from the date of communication of order and shall be accompanied by a copy of the order appealed against.
3. Every appeal referred to in sub-rule (1) above shall bear a Court-fee stamp of rupees five only.
4. Every appeal shall be disposed of within a period of six months **(6 months)** from the date of filing the appeal.

23. Revision:-

(1) Every revision shall be in writing to the Collector and set forth concisely the grounds thereof and shall be accompanied by a copy of the order or proceeding against which revision is sought. The revision petition shall bear a Court-fee stamp of rupees five only.

(2) In case, a suomotu revision is initiated, the grounds on which the revision is initiated shall be communicated to the person or persons likely to be adversely affected.

(3) In case it appears to the Collector on examination that any such record, order or proceeding should be amended modified, annulled, reversed or remitted for reconsideration, the Collector may pass orders accordingly, after giving sufficient opportunity to the party or parties likely to be adversely affected to make written or oral representation before issue of orders.

(4) The orders under revision shall be final and there shall be no further review by the Collector.

24. Custody & Inspection of Record of Rights:-

(1) Custody and inspection of the Record of Rights and furnishing of copies thereof and extracts there from: (1) The record of rights in "**Form-NA-I**" and "**Form-NA-IB**" shall be prepared in triplicate and also electronically. Two copies have to be kept in the Tahsildar Office concerned, one of which is to be kept in the personal custody of the Tahsildar. The third copy should be kept in the custody of the Village revenue Officer of the village.

(2) The Record of Rights shall be open for inspection of the public free of charge during office hours on all working days.

25. Issue of "Certificate of Ownership":-

The 'Certificate of Ownership' with the digital signature of the Tahsildar concerned can be obtained from any Meeseva/ Village Secretariat on payment of requisite fee.

(1) The Certificate of Ownership, with reference to **"Form-NA-IB"** prepared under rule 14 A, shall be prepared taking the village as a Unit.

(2) The Certificate of Ownership shall be prepared in respect of owners and it shall have the same evidentiary value with regard to the title for the purpose of creation of equitable mortgage under the provisions of the Transfer of Property Act, 1882 as a registered document registered by a Registrar of Assurances.

(3) The format of Certificate of Ownership for Non-Agricultural Lands shall be in **"Form-NA-14."**

(4) The Certificate of Ownership for Non-Agricultural Lands shall be issued electronically in Telugu. Every Certificate for Non-Agricultural Lands shall be presumed to be correct and true unless the contrary is proved.

(5) The Certificate of Ownership for Non-Agricultural Lands may contain such other details and proforma to be prescribed from time to time by the Commissioner.

(6) The Certificate of Ownership for Non-Agricultural Lands along with photograph of the Owner shall be digitally signed by the Tahsildar or such other officer as may be prescribed.

(7) Proper record in respect of issue of Certificate of Ownership for Non-Agricultural Lands shall be maintained by the Tahsildar or such other officer as may be prescribed.

26. Implementation of Judicial Orders:

Whenever a Court decree about acquisition of title by purchase of Non Agricultural Land through deeds on plain paper or by oral purchase is

received from Court or presented to the Tahsildar or such other officer as may be prescribed for implementing and incorporating changes in the Record of Rights in Non Agricultural Lands, the Tahsildar or such other officer as may be prescribed shall incorporate changes in the Record of Rights in Non Agricultural Lands, based on Court decree only after collection of stamp duty and registration fee on the sale price of the Non Agricultural Land or market value of the Non Agricultural Land whichever is higher. If the person seeking execution of Court decree claims that he had already paid proper and adequate stamp duty in the Court and produces certificate issued by the Court to this effect and other evidence to the satisfaction of Tahsildar or such other officer as may be prescribed, the Tahsildar or such other officer as may be prescribed shall demand and collect only registration fee and incorporate changes in the Record of Rights and Certificate for Non-Agricultural Lands. If the decree is received or produced by or before a Registration Officer or other officers, these officers shall immediately send these decrees to the concerned Tahsildar, or such other officer as may be prescribed for necessary action.

27. Miscellaneous: -

Every Recording Authority, Appellate Authority or other Officer holding an enquiry under the Act shall have, in addition to the powers referred to in Clauses (a) and (b) of Section 10 of the Act the same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908 when trying a suit for the purpose of entering upon and inspecting any Non-Agricultural Land or taking or causing to take measurements thereof.

28. Procedure of serving a notice:-

The service of any notice, intimation of any decision and the communication of any order under the provisions of the Act or these rules shall be effected by giving or tendering a copy of such notice, intimation or order to the person concerned or an adult member of his family or where this is not practicable by sending it to him under certificate of posting.

29. Continuous Updation: -

As and when the Record of Rights are prepared or brought up to date or rectified or maintained, such entry shall be brought into the village records.

30. Duplicate Certificate of Ownership: -

Any person who loses a Certificate of Ownership for Non-Agricultural Lands issued to him (or whose Certificate of Ownership for Non-Agricultural Lands is mutilated) can apply to the Tahsildar along with his photograph. The Tahsildar after collecting the prescribed fee, shall issue a duplicate Certificate of Ownership for Non-Agricultural Lands, under acknowledgement, duly endorsing on Certificate of Ownership for Non-Agricultural lands that it is a duplicate copy. The issue of a duplicate

Certificate for Non-Agricultural Lands shall be noted in "**Form-NA-1B**". In case a duplicate Certificate for Non-Agricultural Lands is sought to replace a mutilated Certificate of Ownership for Non-Agricultural Lands, the mutilated Certificate for Non-Agricultural Lands shall be surrendered to the Tahsildar for cancellation / destruction.

31. Intimation of Suit Details:

Every person proceeding under Sec. 8(2) of the Act shall intimate to the Tahsildar concerned or such other officer as may be prescribed the particulars of the suit. The Tahsildar or such other officer as may be prescribed shall enter the details of the suit in a register in "**Form-NA-XVIII**". On the disposal of the suit, the Party shall communicate a copy of the order on the suit to the Tahsildar or such other officer as may be prescribed who shall enter the details in the register in "**Form-NA-XVIII**". The register in "**Form-NA-XVIII**" shall be open for inspection, and the certified extracts of the same shall be granted.

32. Power to amend the Rules:-

The Commissioner, may from time to time, issue such orders and instructions as may be necessary for the purpose of explaining these rules, and to implement the provisions of the Act and the rules made there under properly.

33. Forms as prescribed in the rules are annexed to this order

V. USHARANI,

Principal Secretary to Government

Form–NA-I
Form of Record of Rights
(Rule 3)

Name of the District: Name of the Division:
Name of the Mandal: Name of the Revenue Village:

Sl.No	Land parcel No.	Old Survey No. & sub-division	Extent of Land Parcel	Unique ID No	Nature of the Land		Classification of the Land		Conversion Tax payment details	Details of Conversion orders issued No and date/By	Khata No	Name of the Pattadar/ Father/Husband Name
					Original Nature	Sub Nature	Original Classification	Sub Classification				
1	2	3	4	5	6A	6B	7A	7B	8	9	10	11

Particulars of Owners and Occupants												
Owners					Occupants							
Name of the Owner with Father/Husband Name	Extent held by owner out of area shown in Col. 4	How acquired inheritance/ succession /survivorship/ purchases /others	Name of the Tenant with Father's/Husband's name under the owner mentioned in Col.11	Extent held by the tenant under the owner in Col.11	Whether a protected tenant	Rent payment to the owner in Col. 11	Name(s) of occupants with Father's/Husband's Name	Extent held by each occupant	Nature of his interest/ occupation	Name of the mortgager with Father's / Husband's Name	Name of the mortgagee with Father's / Husband's Name	Extent
12	13	14	15	16	17	18	19	20	21	22	23	24

Amount date and other particulars of mortgagee whether first mortgage or subsequent mortgage	Whether with or without possession	Details of unregistered encumbrances if any	Rate per acre as per basic valuation Register	Details of Registered (encumbrances) with document No. for preceding 13 years	Remarks & signature of Recording Authority with date	Remarks of Testing (Officer) with dated signature & designation

Form–NA-I-A
Proforma for Filing Claims
(Rule 5(1)(b)(i))

Name of the Mandal:

Name of the Village:

Name of the claimant and
his permanent address :

Sl.No	Name of Mandal	Name of Village	Land Parcel No.	Old Survey No and Sub – Division No.	Extent of Land Parcel	Unique ID No.	Area in respect of which claim is made	Nature of claim /interest owner, tenant, mortgagee, un-registered (Encumbrances) enclosed	Proof in support of claim, copies of document if any to be enclosed.
1	2	3	4	5	6	7	8	9	10

CERTIFICATE:- (I certify that I have given a complete list of my interests in lands in the entire district.)

Signature of the Claimant

Form NA I B
(Rule 3)

Sl.No	khata no	Pattadar Name /Relation name	Land Parcel No	Old Survey No./ Sub Division	Unique Land Parcel ID	Land Nature (Broad Category) and (sub category)	Land Classification (Broad Category) and (sub-category)	Land Parcel Total Extent	Conversion Tax payment details	Details of Conversion orders issued No and date/By	Mode of Acquisition	Aadhar No: Mobile No: e-mail Id	Remarks
పదుస సంఖ్య	ఖాతా నెంబర్	పట్టాదారుని (తండ్రి/భర్త పేరు)	భూ భాగము సంఖ్య	పాత సర్వే నెంబర్ / సబ్ డివిజన్	భూ భాగము యొక్క విశిష్ట సంఖ్య	భూమి స్వభావము మరియు ఉప స్వభావము	భూమి వర్గీకరణ మరియు ఉప వర్గీకరణ	భూ భాగము యొక్క మొత్తం విస్తీర్ణము	భూ బదిలీ పై చెల్లించు పరివర్తనలు	భూ బదిలీ పై ఇచ్చిన ఉత్తర్వుల వివరములు మరియు తేది	అనుభవ స్వభావము	ఆధార్ నెం: మొబైల్ నెంబరు: e-mail id:	రిమార్కు లు
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Notice for Preparation of Record of Rights for the First Time and Updating of the Record of Rights
Form–NA-II
(Rule 5(ii)

Whereas the Andhra Pradesh [Rights in Land] and Pattadar Pass Books Act, 1971 and amended from time to time came into force in the area in which the village ..... (Name of the village) ..... (Name of the Mandal)(Name of the District) is situated (hereinafter referred to as the said village)

Now, therefore, under Rule .... of the Andhra Pradesh Rights in Non-Agricultural Land(other than Gramakhantam Lands) and Certificate of Ownership Rules, 2021. The undersigned here by.....

(a) declares his intention of preparing the record of rights in the lands in the said village for the first time or declare his intention to update the record of rights in the lands in the said village on the notification of the [commissioner].

(b) calls upon all the persons claiming any interest in any land in the said village to furnish to the undersigned a statement in writing in Form-NA-1-A showing

i. the particulars of the lands in which an interest is claimed and (ii) the nature of such interest on or before.....(the date to be specified not being earlier than fifteen days from the date of the publication of the Notice); and

(c) declares his intention of holding an enquiry in respect of the above matter in the said village on .....(the date to be specified not being earlier than twenty-two days from date of publication of the Notice) and calls upon all persons interested to appear before him at the said inquiry on the said date.

Seal of Recording Authority

Signature of Recording Authority

Form –NA-II-A
(Rule 6)

Register showing the claims received in response to Notice No. Form-NA-II

Sl. No.	Name of the Village	Name of the petitioner with father's/husband's Name	Date of receipt of claim	Claim in respect of Land Parcel No.	Old Survey No	Khata No.
1	2	3	4	5	6	7

Extent for which claim is made	Nature of claim	Date of enquiry	Result of the enquiry in brief	Remarks of the Recording authority
8	9	10	11	12

Form-NA-III
(Rule 10(2))
Notice for publication of Draft ROR

1. Whereas a draft record of rights/draft record of rights made up to-date has been prepared for the village.....(Name of the village).

2. Whereas such a draft record of rights has been kept open in the custody of the VRO of the said village for inspection of all reasonable times by any person claiming any interest in the lands in the village, or whereas an updated draft Record of Rights has been kept open in the custody of the VRO of the said village for inspection at all reasonable times by any person claiming any interest in the lands in the said village.

3. Now, therefore, under Rule ..... of the Andhra Pradesh Rights in Non-Agricultural Lands (Otherthan Gramakantam Lands) and Certificate of Ownership Rules, 2021.

4. The undersigned hereby requires:

(i) all persons claiming any omission or error in the said draft record to furnish to the undersigned a statement in writing in Form I-A of their claims on or before..... (the date to be specified not later than **fifteen days (15)**from the date of publication of the notice).

(ii) all residents of the village to attend a Gramsabha at the village on ..... (the date to be specified not later than **twenty-two days (22)**from the date of publication of the notice) to make, if necessary, claims and objections to the entries in the draft Record of Rights/draft Record of Rights made up-to-date; and

(iii) declares his intention to hold an enquiry into such claims at the village on ..... (the date to be specified not later than **forty days (40)** from the date of publication of the notice) and calling upon all persons interested to appear before him at the said enquiries on the said date.

Signature of Recording Authority

Date:
Place:

Form-NA-III-A
(Rule 10(4))
Form for submission of claim draft ROR)

Sl. No.	Name of the village	Sl. No. of Sub-divn. No. for which claim is filed	Sl.No. of Land Parcel for which claim is filed	Details of claim			Reasons for the claim for reasons for the new entry
				Column in Form-NA-I Draft ROR which needs rectifications	Existing entry	New entry to be made	
1	2	3	4	5(A)	5(B)	5(C)	6

Recording Authority

Form-NA-III-B
(Rule 10(4))

Register showing the details of claims in Form-NA-III-A received in response to the notice in Form-NA-III claiming omissions or errors in the Draft Record of Rights

Sl.No.	Name of the village	Name of the petitioner with Father's/ Husband's name	Date of receipt of claim in Form-NA-III-A	Land Parcel for which claim is filed	Details of claim			Reasons put forth by the claimant seeking corrections	Date of entry	Decision of the Recording Authority	Remarks
					Column of No. Form-NA-I (Draft ROR which are sought to be corrected)	Existing entry	New entry to be made				
1	2	3	4	5	6-A	6-B	6-C	7	8	9	10

Form IV
(Sec 3(2) and Rule 14 (1))
Notification of Completion of First preparation or Updating of Record of Rights

Under sub-section (2) of Section 3 of the Andhra Pradesh Rights in Land and Pattadar Pass Books Act, 1971, it is hereby notified that the preparation of the Record of Rights/Updating of the Record of Rights referred to in sub-section (1) of the said Section has been completed in respect of lands in the village of..... (Name of the village)..... (Name of the Mandal).....(Name of the District).

Seal.

Recording Authority

Form-NA-IV(A)

(Rule 14-A (2))

Notice for Distribution of Certificate of Ownership

It is hereby notified that the Certificate of Ownership have been prepared with reference to the entries in Form-NA-1-B as required under sub-rule (2) of Rule 14-A of the Andhra Pradesh Rights in Non Agricultural Land (other thn Gramakantam lands) and Certificate of Ownership Rules, 2021 in respect of ..... Village ..... Mandal..... District ..... and the same will be delivered to the concerned persons in a Gram Sabha on ..... (Date) ..... at ..... (Time) at ..... (Place) .....

All the pattadars/owners/tenants/mortgagees [occupants in Inam Lands] eligible for a [Certificate of Ownership] are hereby required to attend the said Gramasabha and receive the Certificate of Ownership after payment of the cost as prescribed by the Commissioner.

Tahsildar

..... *Mandal*

Form-NA-V
Section 3(3) and Rule 16(2)

Notice for Enquiry on the Application for Rectification of ROR

Where as

(1) an application has been received for the rectification of the entry.

(2) it appears necessary to rectify the entry.

(3) Sri/Smt ..... has reported that it is necessary to rectify the entry in the Record of Rights of the village ..... (Name of the Village) ..... (Name of the Mandal) .....(Name of the District) in respect of the land described in the Schedule hereunder.

Now, therefore, under Rule16 of the Andhra Pradesh Rights in Non Agricultural Lands (Other than Gramakhantam Lands) and Certificate of Ownership Rules, 2021 it is hereby required to:

(a) furnish to the undersigned on or before ..... (date not being later than fifteen days(15) from the date of the service of the notice) ..... a statement in writing containing any representations or objections in respect of the said application.

(b) to appear before the undersigned on ..... (being not less than twenty-one days(21) from the date of service of the notice) at ..... (Place).....(Time) in connection with an enquiry proposed to be held in respect of the above matter.

Tahsildar

Schedule

Survey No./Sub-Div. No. of the land in the village to which the entry relates	Schedule brief purport of Rectification applied for

Form –NA-VI(A)

Sec.4(1) and Rule 18

Intimation by any Person regarding Acquisition of Rights

To

The Tahsildar,

.....Mandal

I, Sri/[(Smt/Kum.)] ..... son of/ [daughter of/wife of] ..... resident of village ..... in Mandal .....intimate to you the acquisition, as owner/pattadar/mortgagee/occupant/tenant of the following property in the village of ..... in ..... Mandal ..... in .....District by succession/survivorship/inheritance/partition/purchase/mortgage/gift/lease or otherwise. Details are furnished below:

District:

Mandal:

Village:

No.	Land Parcel No.	Old Survey No.	Details of acquisition
Date			*Signature of Intimator*

Form-NA-VI(D)

Intimation by Village Revenue Officer

regarding Acquisition of Rights by any Person

To

The Tahsildar

..... Mandal

This is to intimate that Sri(Smt/Kum)..... Son of (Daughter of / Wife of) Residence of Village ..... in Mandal has acquired as owner/pattadar/mortgagee/occupant/tenant of the following property in the village of ..... in ..... Mandal ..... in District by succession/survivorship/inheritance/partition/purchase/mortgage/gift/lease or otherwise. Details are furnished below.

District:

Division:

Mandal:

Village:

Sl.No	Land Parcel No.	Old Survey No and Sub division	Extent of land	Details of acquisition
1	2	3	4	5

Date: Signature of the Village Revenue Officer

Form-NA-VII

Rule 18(3)

Register of Amendments

District :

Mandal:

Village:

Fasli :

Sl. No.	Land Parcel No.	Old Survey No/Sub-Division No. of the land, the entry pertaining to which is proposed to be amended	Whether the amendment is proposed under sub-section (1) or sub-section (2) of Sec. 5	In the former case the name of the person from whom the intimation has been received and the date of its receipt	Aadhar No.	Brief purport of proposed amendment
1	2	3	4	5	6	7

S.No. in Form-NA I	Entry in Form-NA I	Entry after amendment	Reasons for the change
7A	7B	7C	7D
Decision of the Recording Authority	Decision if any of the appellate or revisional authority	If the final decision involves an amendment to the Record of Rights the date on which it was carried out	Remarks
8	9	10	11

Form-NA-VIII

Rule 19(i)

Notice

Whereas the undersigned has received an intimation of the fact of acquisition of a right as described in the schedule hereunder and it appears that an amendment has to be made in the Record of Rights in consequence thereof .....and/or

Whereas the Recording Authority has reason to believe that an acquisition of a right has taken place as described in the schedule hereunder and it appears that amendment has to be made in the Record of Rights in consequence thereof.

Now, therefore, under sub-section (3) of Section 5 of Andhra Pradesh Rights in Land and Pattadar Pass Book Act, 1971. All persons interested or affected are hereby required to show cause on or before (date to be specified not being earlier than 15 days from the service/publication of the notice) as to why the amendment should not be carried out.

All persons interested or affected are hereby required to appear on or before the undersigned on ..... (date not earlier than 20 days from the service/publication of the notice) as ..... (Place) time in connection with the enquiry proposed to be held in respect of the above matter.

S.No. etc., of the entry relating to which is sought to be amended	Schedule Brief purport of proposed amendment
(1)	(2)

Tahsildar

Form-NA-IX

Sec 5(a) and Rule 22(2)

Whereas the A.P. [Rights in Land] and Pattadar Pass Books Act, 1971 has come into force in the area in which the village (Name of the village) ..... (Name of the Mandal) ..... (Name of the Division) (Name of the District) is situate (hereinafter referred to as the said village).

Now, therefore, under Rule ..... of the Andhra Pradesh Rights in Non-Agricultural Lands (other than Gramakhantam Lands) and Certificate of Ownership Rules, 2021. The undersigned hereby:

a) calls upon all the persons claiming interest in any land in the said village recorded as an occupant in the Adangal/ Pahani Patrika or in the Record of Rights by virtue of an alienation or transfer made or affected otherwise than by registered document, and the alienee or the transferee may within (15) days from the date of the publication of this notice apply to the undersigned for a certificate declaring that such alienation or transfer is valid in the form prescribed.

b) As per the provision of Section 5-A of the A.P. Rights in Lands and Pattadar Pass Books Act, 1971 the Tahsildar after due enquiry and hearing will consider the issue of a certificate declaring such alienation or transfer is legal, on payment of Registration fees and stamp duty as provided for in Section 5-A(2) of the A.P. Record of Rights in Land and Pattadar Pass Books Act,1971.

Signature
Tahsildar

Form-NA-X
Rule 22(2)

To
The Tahsildar
..... Mandal

1. Name of the Applicant
   (i.e., alienee or transferee):
2. Father's /[husband's name]:
3. Age, profession and place of residence and address:
4. Name of the alienor or transferor, with father's/[husband's name]:
5. Age, profession and place of residence and Address:

Sir,

I have acquired by alienation/ transfer the following lands from ..... on ..... by an unregistered document, dated ..... signed by Shri/[Smt/Kum.] ..... S/o/[d/o/w/o.] ..... R/o. .....

Mandal	Village	Land Parcel No.	Old Survey No.	Extent	Patta No. if any
1	2	3	4	5	6
Classification			Area Acquired	Amount of consideration	Remarks
Wet	Dry	I.D.			
7	8	9	10	11	12

There are no amounts due to Government in respect of the land.
An amount of Rs. ..... is due to the Government in respect of the land towards .....(here mention the item against which the amount is outstanding).
The alienation or transfer is not in contravention of the provisions of the A.P. Land Reforms (Ceiling on Agricultural Holdings) Act, 1973 and the Urban Land (Ceiling and Regulation) Act, 1976, the A.P. Scheduled Areas Land Transfer Regulations, 1959 and the A.P. Assigned Land (Prohibition of Land Transfer) Act, 1977.

I also enclose the following documents:

(Here (give) the list of documents

Name of the Witnesses,
if any should be stated here

I request you to issue a certificate under Section 5-A(4) of the A.P. [Rights in sLand] and Pattadar Pass Books Act, 1971 and Rule 22(5)(ii) of Andhra Pradesh Rights in Non-Agricultural Lands (other than Gramakhantam Lands) and Certificate of Ownership Rules, 2021, declaring that the alienation/transfer of the land is valid.

Yours faithfully,

Signature of the applicant

I hereby declare that the facts stated above are true to the best of my knowledge and belief.

Place:
Date:

Signature of the applicant

Form XI
Rule 22(3)

Office of the *Tahsildar*
..... Mandal in
..... District

Notice is hereby given that the application filed before the undersigned under sub-section (1) of Section 5-A of the A.P. Rights in Land and Pattadar Pass Books Act, 1971 by Sri/Smt] ..... S/o/D/o/W/o ..... for validation of alienation/transfer of ..... land bearing Land parcel no..... and old Survey/subdivision No .....measuring to an extent of Ac ....., situated in .....Village ..... Mandal, will be taken up for consideration at .....A.M./P.M. ..... on.....(day of the week) ..... (date) at the time of hearing you are to produce necessary oral and documentary evidence bearing on the alienation or transfer. If you fail to appear at the hearing the matter will be decided exparte.

Tahsildar

Date:
To
.....
.....

Form-NA-XII

Rule 22(3)

Office of the Tahsildar

..... Mandal in

..... District

Notice is hereby given that the application filed by Sri/Smt ..... S/o/D/o/W/o ..... for validation of alienation/transfer of ..... land bearing Land parcel no..... and old Survey/subdivision No .....measuring to an extent of Ac ....., situated in .....Village ..... Mandal, will be taken up for consideration at .....A.M./P.M. ..... on.....(day of the week) .....(date) at ..... (place) under Section 5A of the AP Right in Land and Pattadar Pass books Act,1971 and ROR Rules1989 .....

Any person interested in the case should be present at the hearing and should produce necessary oral or documentary evidence bearing on the claims that he may have in this regard.

Date:

Tahsildar

Form NA XIII(A)
Rule 22(5)(ii)

Office of the Tahsildar
..... Mandal in
..... District

Whereas ..... (Name) ..... S/o ..... R/o..... (address) who has applied for validation of Sale/Alienation under Section 5-A of the Act. The enquiry conducted under the rules prescribed reveals that Sri ..... S/o..... is found to be the purchaser of the land by an unregistered document in respect of the lands specified in the Schedule below for the lands belonging to Sri ..... S/o.....under sub-section (2) of Section 5-A of the A.P. Rights in Land and Pattadar Pass Books Act, 1971, the said alienee/transferee is required to deposit the registration fee and stamp duty amounts in accordance with the provisions of the Indian Registration Act, 1908.

The Sub-Registrar is therefore requested to fix up the value of the property and fix up the amount equal to registration fee and stamp duty under the law with reference to the date of the unregistered alienation and intimate to the undersigned within month to enable him to get the amount deposited by the alienee/transferee and issue validation certificate under Section 5-A of the Act and Rule 22(5)(ii)

Tahsildar

Schedule

To
Sub-Registrar
.....
.....

CERTIFICATE

Form-NA-XIII(B)

Rule 22(5)(ii)

Office of the Tahsildar
..... Division
..... District.

Whereas ..... (Name) ..... (Father's name) ..... (address) applied for validation of sale/alienation under Section 5-A of the Act After completion of a due enquiry as prescribed under the law, Sri ..... S/o is found to be the purchaser of the land by an unregistered document in Sy. No. ..... extent ..... from Sri .....described in the Schedule and sketch attached, and whereas under the provisions of sub- section (4) of Section 5-A of the A.P. Rights in Land and Pattadar Pass Books Act, 1971, the said alienee/transferee was required to deposit an amount ..... towards registration fees and stamp duty in consultation with the Sub-Registrar's office and he has deposited an amount Rs.....(in words)..... equal to the registration fee and stamp duty that would have been payable had the alienation/transfer been effected by a Registered document in accordance with provisions of the Indian Registration Act, 1908 towards alienation/transfer. Therefore by virtue of the power vested in me under Section 5-A of the A.P. Record of Rights Act in Land and Pattadar Pass Books Act, 1971, I order that the above alienation/transfer described below as valid.

Schedule: Description and landed property (rough sketch attached) ..... if sketch is not available.

Signature
Tahsildar

To
The persons interested
Copy to the Recording Authority to take action of recording the occupant as owner u/S. 5-A(5).
Copy to the Sub-Registrar, concerned

Form-NA- XIII(C)

Rule 22(5)(iii)

[To be filled up by Tahsildar and attached to order in Form- XIII-B Rule .....]

1. Sl. No. & year of the [reference] of Tahsildar Office. (for each calendar year):
2. Number and date of the order of Tahsildar in which the transaction is validated:
3. Name of S.R.O. to which the transaction relates:
4. Name(s) of the village(s) where the property is situated:
5. Description of the property effected S.No. extent in Metric measurements with 4 boundaries; (copy of the document to be enclosed):
6. Name(s) of the [transferor(s)] with full address(es):
7. [(Name(s)] of the transferee(s) with full address(es):
8. Nature of the transaction:
9. Date of execution of document:
10. (i) market value as per Basic Valuation Register:
    (ii) consideration shown in the document (for sale deeds only):
11. Amount collected towards:
    (i) Stamp Duty
    (ii) Transfer Duty
    (iii) Registration fee
12. Particulars of challan in which the amount is remitted into the Treasury (Challan No., Date and Name of Treasury) (Copy of the Challan to be enclosed).

Place:

Signature of the
Recording Authority (Tahsildar).

Date : with date and Seal

ఆంధ్రప్రదేశ్‌ప్రభుత్వం

రెవిన్యూశాఖ

'వ్యవసాయేతరభూయాజమాన్యద్రువపత్రం

Photo

జిల్లాపేరు : మండలంపేరు :

డివిజన్‌పేరు : గ్రామంపేరు :

1. యజమానిపేరు:_____

2. తండ్రి / తల్లి /భర్త /భార్యపేరు :_____

3.యజమానిచిరునామా : _____

4.ఆధార్‌నెంబర్ : _____

5.మొబైల్‌నెంబర్ : _____

6.గ్రామపంచాయతీ/Municipality పేరు _____

7.ఆస్తిఅస్సెస్మెంట్‌నెంబర్ : _____

8. భూమివివరములు :_____

ల్యాండ్‌ప్రార్సిల్‌నెంబర్	సర్వేనెంబర్/ సబ్డివిజన్‌నెంబర్ (సంఖ్య)	Khata No	Unique ID No	విస్తీర్ణం	కన్వర్షన్‌ఆర్డర్‌నెంబర్	భూవాడుకవివరణ
1	2	3	4	5	6	7

PHOTO OF NON-AGRICULTURAL PROPERTY

యజమానిసంతకం / బొటనవేలిముద్ర

సంతకం : Tahsildar

_____

QR CODE

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